

## **BURLINGTON CITY COUNCIL REGULAR SESSION APRIL 2, 2014**

City of Burlington Governing Body met in Regular Session at City Hall, 301 Neosho Street, Burlington, Kansas at 6:00 p.m. Wednesday, April 2, 2014. Mayor Gene L. Merry called the meeting to order.

**ROLL CALL:** ☒ Mayor Gene L. Merry

**Council Members present:**

☒ William C. Scott (President of Council)

☒ Jane M. Griffith

☒ Lewis Lenard

☒ R. Standley Luke (Stan)

☒ Forrest T. Rhodes

☒ Jerilyn Curtiss

**Superintendents Present:** ☒ Kevin Boyce (Parks) ☒ Alan Schneider (Electric)

☒ Doug Jones (Chief of Police)

☒ Doug Mast (Street)

☒ Danny Hawkins (Water/Wastewater)

**Also Present:** ☒ Regina Kewley (City Clerk)

☒ Jimmy Hugunin (Zoning & Grants Clerk)

☒ Thomas F. Robrahn (City Attorney) ☒ Susan Stroh (Administrative Assistant)

☐ Dennis Roth (City Attorney)

**Media Present:** Mark Petterson (Coffey County Republican)

**VISITORS:** Kim Robrahn and Caleb Robrahn

**AGENDA:** *Council Member Rhodes, "I move to approve the agenda as amended." Council Member Curtiss "I second the motion." Motion unanimously carried.*

**MINUTES:** *March 19, 2014: Council Member Luke, "I move to accept the Draft Minutes of Council's regular session of March 19, 2014 as presented." Council Member Rhodes, "Second." Motion unanimously carried.*

**ELECTRIC DEPARTMENT: Distribution Updates**

**General:** Electric personnel are doing normal daily duties, work orders and line locates. They changed some power poles and did some line maintenance; and are getting ready for the annual Di-electric testing which will be coming up in about a month.

**Burn Pile at City Dam-Sign:** The old KDHE burn permit sign at the City Dam brush burn pile has been replaced. The new metal back sign with vinyl lettering will last longer than old painted plywood sign did.

**Outage-Wind Damage:** Electric crews have only worked one power outage since last Council meeting, which shows positive results of our tree trimming program. It was wind related at County Club Heights.

**New Service:** A new service was installed on a new home being constructed.

**ELECTRIC DEPARTMENT: Power Plant/Production Update**

**General:** Power Plant personnel have been performing normal power plant duties and doing required reports.

**Generator #6:** Superintendent Schneider reported that while doing a power run on Generator #6 last week, electric personnel noticed some noise. On further inspection, they found some probable deterioration of some timing chain guides. After talking with their usual contact for this type of problem and finding he had no concerns, it was decided to tackle the repair in-house in the fall.

**Kansas Power Pool:** Superintendent Schneider reported he received an email from KPP inviting the Governing Body and personnel to a luncheon on Thursday, April 17<sup>th</sup> in St. Marys. After the luncheon at about 1 o'clock they will go for a tour of Jeffrey Energy Center. If anybody would like to go, he will need to let them know by Friday, April 11 who will be attending that. He will need to find out the time of the luncheon and let everyone know. Superintendent Schneider said he will reserve the Traverse for the trip.

**ELECTRIC: KMEA Appoint Director #2 to Board of Directors for a two-year term**

Superintendent Schneider informed Council that Council Member Luke's appointment as Director #2 to KMEA Board of Directors will expire at the end of April; so it is time to reappoint him or appoint another person. City Clerk Kewley explained that both positions Director #1 and Director #2 are for two year terms; and Superintendent Schneider is Director #1 (appointed in April 2013) while Council Member Luke is Director #2.

*Council Member Scott stated, "I move to appoint Council Member Stan Luke to the Board of Directors of the Kansas Municipal Energy Agency as Director #2 for a two-year term from May 1, 2014 to April 30, 2016." Council Member Curtiss, "I second the motion." Hearing no discussion, Mayor Merry called for a vote. Motion unanimously carried.*

**ELECTRIC: KMU Appoint Delegate to 2014 Business Meeting**

City Clerk Kewley explained that each spring we appoint a voting delegate to represent City of Burlington at the KMU Annual Business Meeting. We usually appoint Electric Superintendent; and do not appoint an alternate.

*Council Member Luke stated, "I move to appoint Electric Superintendent Alan Schneider as Burlington's Voting Delegate at the 2014 Kansas Municipal Utilities Business Meeting." Council Member Scott, "Second." Hearing no discussion, Mayor Merry called for a vote. Motion unanimously carried.*

**[2] CONTINUATION: April 2, 2014 Burlington City Council Meeting**

**WATER DEPARTMENT: Update**

**KRWA:** Superintendent Hawkins attended the Kansas Rural Water Association Conference in Wichita last week.

**Waterline Replacement Project:** Water Department personnel have been working on Yuba Street and have put in 14 new services. Superintendent Hawkins assured Council that personnel have a two-page list of areas to be fixed/dressed up following waterline work, and a crew is going around tilling and seeding the areas.

**Automated Meter Infrastructure:** Superintendent Hawkins told Council, “Wes Payne and his crew of seven flew in from Pennsylvania for the AMI Project. We feel we’ve come a long ways from the start of the project. On the water side of the project, we’ve got about 200 meters deployed on the AMI Project at this time. I feel we went over some major hurdles with Command Center CIP computer files and Utility Billing IIF computer files within the system itself. There are a few things we will tweak a little.”

“We’ve got it down to a good process, and it went well this week. We went around looking at the system. I apologize to the public; I know we had lots of cars in lots of areas and the public wondered what we were doing. Basically on the water side for the infrastructure is that we have to follow behind the Electric Department. A lot of the mesh system is spread out, but we will do our best to get our meters as close to the electric meters as possible. We will give the Electric Department the opportunity to build a larger infrastructure; and as soon as that infrastructure is a little larger in size, we will sweep in behind them.”

He continued, “We will temporarily slow the AMI side of the project down and concentrate on the Waterline Replacement Project. Personnel are going to try to get in on St. Lawrence and Niagara, and try to finish up Yuba Street. Then when the Electric Department is finished sweeping the areas, we’re going to go in behind them. Now that we’ve got this process down, we’re able to initially put in the manufacturing files and build the dummy file, we can just do mass installation. It was a good week, so we think we will start catching up on the water side. We just want to give time for the infrastructure to get a little larger.”

Superintendent Schneider stated, “One of the engineers who came this week came in from Israel to help with this project. That was quite a journey for him. We had a successful week.” Superintendent Hawkins agreed and said it was interesting. He stated, “It was a really good week. The main thing is the process and being able to put the meters in, put it on the IIF computer files, get it to Carol (Utility Billing Supervisor Mast) with CIF computer files, and go from there.”

**WATER/WASTEWATER DEPARTMENT: Water Plant Update**

**General:** Superintendent Hawkins reported, “The Water Plant has been running well. We are still working on the coagulation that we discussed before, and it is working well for us.”

**East/Gray Water Tower Repair update:** Superintendent Hawkins informed Council, “Cunningham Sandblasting & Painting finished repairs on the East Water Tower late yesterday afternoon. The tower is filled about a quarter full with a mixture of water and bleach for disinfection purposes, and we will flush it again in the morning; then we will add water again to above the standpipe and pull a bacteria sample on it. We will hurry the testing process by taking it to Topeka ourselves in the morning because we want to get the East Tower back online before this weekend. If KDHE clears the bacteria sample, we will fill the tower and put it online.” He added, “Cunningham did a very good job. I was amazed it only took two men to do the repairs.”

Mayor Merry inquired about the insulation. Superintendent Hawkins said they welded the joint piping up roughly 120 feet, put on a mechanical joint to provide some give in the wind, put the coupling in, tested it for leaks and epoxied it, and after epoxying the entire outside coating, they wrapped it in new insulation. It looks very nice.”

**PUBLIC COMMENTS: None**

**STREET DEPARTMENT: Update**

Superintendent Mast reported the majority of their time has been spent installing the culvert by the Street Shop. They have also been building area drains for that and grouting the junction boxes, and working on equipment.

**STREET DEPARTMENT: 2014 Asphalt Project – Go out for bids**

*Council Member Curtiss stated, “I move to authorize Street Superintendent Mast to go out for bids for the 2014 Asphalt Project.” Council Member Lenard, “Second.” Hearing no discussion, Mayor Merry called for a vote. Motion unanimously carried.*

**POLICE DEPARTMENT: Update**

**General:** It was normal calls for the Police Department.

**OK Kids:** The first OK Kids meeting for this year was held today.

**SADD – Pre-Prom Mock Disaster:** Chief Jones reported that Burlington High School Students Against Destructive Decisions will hold their Pre-Prom Mock Disaster event at Kelley Park on the 9<sup>th</sup> of April.

**KBI Training:** Chief Jones said, “Yesterday, I was in training with Kansas Bureau of Investigation. The primary class was Equivocal Death Investigation taught by the coroner/medical examiner for Clark County, Nevada – Las Vegas. I learned that the writers on CSI really weren’t that creative, they just drew from actual cases. They’ve had some very weird stuff out there.”

[3] CONTINUATION: April 2, 2014Burlington City Council Meeting

**PARKS DEPARTMENT: Update**

**General:** Parks personnel have been doing normal duties, including cleaning public restrooms and buildings. They have begun opening the seasonal public restrooms in the parks. Water is on in two of them, but one won't be open until tomorrow or Friday.

**Cement Flower Pots-Staining:** Parks personnel have been working on cement flower pots, which they are acid staining to match the others we have.

**City Dam Upgrades:** Superintendent Boyce reported, "I met with two more engineering firms on the City Dam, which makes it a total of four now. There was no due date set for submission of proposals, but they should be coming in at any time.

**Oak Park Fitness Equipment:** The fitness equipment has been ordered for the Oak Park Walking Trail. Burlington Construction dug out the areas for the concrete pads for the equipment to be set on; and the pads should be poured on Friday.

**3<sup>rd</sup> Street Municipal Parking Lot – guard rail:** Superintendent Boyce reported they are working on replacing the guard rail on the east side of the Municipal Parking Lot behind City Hall. Decorative fencing will be installed. It will be high enough that when exiting the parking lot, you will be able to see the end of the fencing so you don't run into it like had happened with the old guard rail.

**PARKS DEPARTMENT: Quotes for Flowers for Hanging Baskets and Cement Flower Pots**

Superintendent Boyce stated, "I went to all three greenhouses in Burlington and Coffey County and provided them with the information needed to provide quotes for flowers for the 16 hanging baskets and the 17 cement flower pots. My recommendation is to purchase flowers from Arnolds Greenhouse for their quote of \$1,062.00."

**Quotes for flowers and caring for them until April 28, 2014**

	Flowers for 16 Hanging Baskets	Flowers for 17 Cement Pots	Total
Huff's Gardens, Inc.	\$400.00	\$952.00	\$1,352.00
Hess Greenhouse	\$256.00	\$952.00	\$1,208.00
Arnold's Greenhouse	\$348.00	\$714.00	\$1,062.00

**Council Member Curtiss stated, "I move to accept the quote from Arnolds Green house for flowers for the Parks Department's beautification project, not to exceed \$1,062.00. Council Member Griffith, "I will second." Hearing no discussion, Mayor Merry called for a vote. Motion unanimously carried.**

**PARKS DEPARTMENT: Quotes to Paint Kelley Park Stadium Steel Structure**

Superintendent Boyce stated, "I have quotes for painting the structural steel of the Stadium. Up under the roof above where you sit, rust is coming through on the I-Beams and stuff. My recommendation is to award the project to Blue Sky Painting and Remodeling for \$13,600.00.

**Quotes to Paint the Structural Steel of Kelley Park Stadium**

	Total	Comments
Blue Sky Painting and Remodeling	\$13,600.00	Includes Labor and Materials
Gray & Company	\$23,640.00	Includes labor, materials, equipment, tax
Zack Taylor Contracting	No Quote	

**Council Member Curtiss stated, "I move to accept the quote from Blue Sky Painting and Restoration to paint the structural steel of the Kelley Park Stadium, not to exceed \$13,600.00. Council Member Griffith, "I second it." Mayor Merry called for discussion. He asked about the time table. Superintendent Boyce explained that Blue Sky said that as soon as the temperature starts staying above 40 degrees, he will start power washing and preparing to paint. Hearing no further discussion, Mayor Merry called for a vote. Motion unanimously carried.**

**PARKS DEPARTMENT: Quotes for Kelley Park Stadium Guttering**

Superintendent Boyce explained there was guttering on the Stadium when we took the asbestos roof off years ago. When we put the tin roof on, the guttering was in disrepair so we also took it off. He would like to put guttering on the north and south sides now so when it rains during an event, the water won't be running off the roof on the back side like it does now. He recommended awarding the contract to Burris Roofing for their quote of \$6,100.00.

(continued)

**[4] CONTINUATION: April 2, 2014Burlington City Council Meeting**  
**Quotes for Guttering for Kelley Park Stadium**

	Total	Comments
Burris Roofing	\$6,100.00	6" Coil Stock
Blue Sky Painting and Remodeling	\$6,909.00	5 1/2 " Box Gutters

*Council Member Curtiss stated, "I move to accept the quote from Burris Roofing for the purchase and installation of guttering on Kelley Park Stadium, not to exceed \$6,100.00." Council Member Griffith, "I second it."*

**Mayor Merry called for discussion.** Council Member Curtiss inquired, "What is the difference between the two types of guttering?" Mayor Merry explained, "Box guttering is a square box style that usually comes in 10 to 15 foot sections. I assume the 6" coil stock is run out of a machine?" Superintendent Boyce replied, "Yes, and it's rated for commercial buildings." He added, "It will be on the Stadium before the County Fair." **Hearing no further discussion, Mayor Merry called for a vote. Motion unanimously carried.**

**PARKS DEPARTMENT: Kansas Government Journal – Article and pictures on the Parks Department Signs**

Council Member Scott pointed out that one of Burlington's 'Welcome to Burlington' signs is featured on the front cover of this month's Kansas Government Journal and there is an article by Becky Reeves (Coffey County Republican) on page 42 titled, 'Custom Welcome Signs BURLINGTON'."

**FINANCE: Claims Ordinance & Payroll Ordinance**

a.	Claims Ordinance	2014-06	\$ 273,187.91
b.	Payroll Ordinance	2014-07	\$ 73,484.47
TOTAL			\$346,672.38

**CLAIMS 2014-06:** *Council Member Luke, "I move City of Burlington pay Claims Ordinance 2014-06 in the amount of \$273,187.91 for payment of city bills." Council Member Scott, "Second." Mayor Merry called for discussion.* City Clerk Kewley explained, "One of the larger expenditures tonight is TrustPoint Insurance for \$185,985 for our 2014 insurance policy. Also, HD Supplies in the amount of \$22,026.79." **Hearing no further discussion, Mayor Merry directed City Clerk Kewley to poll Council for a vote. All votes were in favor. Mayor Merry declared Claims Ordinance 2014-06 unanimously approved.**

**PAYROLL 2014-07:** *Council Member Scott stated, "I move City of Burlington pay Payroll Ordinance 2014-07 in the amount of \$73,484.47." Council Member Luke, "Second." Hearing no discussion, Mayor Merry directed City Clerk Kewley to poll Council for a vote. Motion unanimously carried. Mayor Merry declared Payroll Ordinance 2014-07 unanimously approved.*

**PLANNING & ZONING: Update –**

Zoning Clerk Hugunin said everything is ready for the spring cleanup and people have been asking questions and requesting flyers. He has been updating the web page and Facebook. Zoning/Building permits have been transmitted to the County Appraiser.

Zoning Clerk Hugunin and Water/Wastewater Superintendent Hawkins are going to attend the Coffey County Planning Commission meeting tonight.

**PLANNING & ZONING: Update – Tree Board**

**Meeting / Arbor Day:** Zoning Clerk Hugunin attended the Burlington Tree Board meeting on March 26 and they started planning the Arbor Day Celebration. He has been working on preparations – flyers and proclamation - for Arbor Day, which is scheduled for 5:30 p.m. the evening of Friday, April 25<sup>th</sup> at Conrad Park.

**Tree City USA:** Zoning Clerk Hugunin and Parks Superintendent Boyce attended the National Arbor Day Foundation Tree City USA Recognition Ceremony in Derby, Kansas. We received recognition as a Tree City USA for the 21<sup>st</sup> consecutive year.

**Arbor Day Proclamation:** Mayor Merry proclaimed April 25<sup>th</sup>, 2014 as Arbor Day in Burlington, urging all citizens to celebrate Arbor Day and support efforts to protect our trees and woodlands to promote the well-being of this and future generations.

**PERMITS: Zoning permits issued by Zoning Clerk Hugunin:**

2014-007 Wes Byfield – 901 Willett - Carport  
2014-008 Dan Mays – 1019 S. 16<sup>th</sup> – Storage Shed

**LEGAL DEPARTMENT: Update**

**Municipal Court – Diversion Agreement:** City Attorney Robrahn stated, "Our Assistant City Attorney, Philip Wright has been working on the diversion agreement policy and get some administrative policies cleaned up on that."

**CITY CLERK'S OFFICE: Update**

**General:** City Clerk Kewley reported City Hall Staff have been busy with customers paying utility bills, handling calls and inquiries, handling work orders, preparing meeting minutes, reports, vouchers for paying bills, and payroll.

**[5] CONTINUATION: April 2, 2014Burlington City Council Meeting**

**Sewer Charge Calculated:** City Clerk Kewley reported we will be averaging each customer’s water usage during November, January and February and partially maybe March because we did not read meters one month due to the snow and ice. This average will determine the customer’s sewer charge for the next year.

**Delinquent Utility Accounts/Set-Off Program:** Roughly, \$819 of delinquent accounts will be sent for collection through the Kansas Set-off Program.

**Audit of 2013:** Auditors will be here May 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> of May for our 2013 Audit

**REPORT BY CITY OFFICERS: New Police Building - update**

*(On March 24, 2014, Mayor Merry and Chief of Police Jones presented the Coffey County Commission a letter from the City of Burlington requesting their support for the City to utilize infrastructure money to construct a Police Department building.)*

Mayor Merry stated, “I want to thank the Chief for going with me to the County Commission and for putting a good packet together. It was great to have a good expert with me as he could answer anything that was going to be asked about that building since we’ve been messing with it since I was mayor before, I made that a temporary location for the Police Department in Kelley Hall (in the 1990s), and I feel terrible about that today. But, I think we’ve got approval; and the Commission voted unanimously for it. Hopefully, we can start turning dirt this summer.” Chief Jones commented, “We published the Invitation to Bid last Tuesday, and we’ve had requests for eight bid packets so far; so we’ve had good response on that.”

**PUBLIC COMMENTS**

Mayor Merry told Commissioner Robrahn, “I want to thank you for all your service over the years. You have been a very dedicated servant and you have learned a lot, and you found out it is not a ‘wonder job’.” Commissioner Robrahn replied, “It’s been an honor to serve the people of Burlington in the Second and Third Wards. My priorities have changed, but I appreciate the opportunity and it’s been a pleasure working with everybody and will continue to work until the end of the year.”

**FUTURE AGENDA ITEMS:**

<b>GENERAL</b> City Debt – How to fund projects City Code Re-codification Service/Allied Waste Agreement Renewal Mayor’s Volunteer Program	GAAP – Infrastructure Capitalization Actuaries – GASB-45 Street Assessments Electric Rate Study
<b>ELECTRIC DEPARTMENT:</b> GIS system Emissions Standards Compliance/EPA	Automatic Meter Infrastructure for Electric & Water (AMI)
<b>PARKS DEPARTMENT:</b> Fair Board’s new Building Hazard Tree Removal Spring Carnival & Demolition Derby-April (Fair Board) Scout Jamboree in September 2014 UHCA Event in Kelley Park - October 2014 (Jim Ochs) 3 <sup>rd</sup> Street Municipal Parking Lot – Guard rail on east side Stadium Steel Structure – Painting	Kelley Park Rock Restroom – Refurbish update City Dam West Wall Project (sidewalk/steps, etc.) Bridge construction for Walking Trail project Oak Park Fitness Equipment Project Connecting Parks with Sidewalks Beautification Project –Cement Post & Flower Baskets Stadium - Guttering
<b>LEGAL DEPARTMENT:</b> RWD #2 Contract (New)	Municipal Court – Diversion Policy
<b>PLANNING AND ZONING</b> Quarterly Construction Valuation Report Comprehensive Development Plan – Update Industrial Park Lots	Work w/Chief on Nuisance Structure regulations Zoning Inquiries City Hall Computer & Server Upgrade
<b>POLICE DEPARTMENT</b> Nuisance Updates SADD Mock Disaster in April 2014	Personnel – Training Updates New PD Building- Update
<b>STREET DEPARTMENT:</b> 2013 Asphalt Project Sidewalk Replacement Repairs on City Rights-of-Way Street Department Storm Sewer Project & Rebuild of S. 10 <sup>th</sup> St. Heather Street – Concrete Panels 2014 Asphalt Project	Sidewalk for Mike Abendroth (2 blocks) Pavement Management System/Asset Management System Rebuild/Repair Kennedy Street and 14 <sup>th</sup> Street Dump Truck with bed and plow
<b>WATER &amp; WASTEWATER DEPARTMENT:</b> Sewer Improvement Project--Lift Station Replacements Neosho Riverbank Stabilization Water Plant Improvements--Efficiency 10 <sup>th</sup> & Housatonic Water Improvements-	Southwest Sewer Project Water Pressure Study Waterline Replacement Project Water Tower Repair (East) SCADA System John Redmond Reservoir – Dredging

**Mayor Merry declared the meeting adjourned.**

*Approved by the Governing Body and signed by Regina R. Kewley, City Clerk*